

Office of the Chief

Directs an Agency-wide Records Management Program including the essential program phases of vital materials, forms, reports, and correspondence management, file standards, record systems, microfilm operations, and records disposition.

Organizational and
Functional Chart
12 May 1955

Records Creation Service

Develops and coordinates the Agency Forms, Reports, and Correspondence Management Programs; provides basic plans, policies, standards, and procedures, and staff guidance for their application to area programs.

Analyzes, designs, consolidates or eliminates, and maintains control records on, Agency forms, reports, and related procedures.

Maintains and publishes forms' and reports' indexes.

Develops and installs improved methods and systems for handling correspondence; develops and coordinates correspondence style standards and uniform procedures, and provides guides and regulatory issuances for their use.

Maintains liaison with other Federal agencies on the management of forms, reports, and correspondence.

Records Maintenance and Disposition
Service

Develops and coordinates the Agency Records Maintenance and Disposition, and Vital Materials Programs; provides basic plans, policies, standards, and procedures, and staff guidance for their application to area programs.

Develops and issues standards and guides to establish uniform systems, equipment, and supplies for the efficient maintenance and use of current records; maintains technical control over filing equipment and supplies.

Maintains technical control over microfilm projects, equipment, and supplies to assure efficient operations and effective equipment utilization.

Establishes standards for, and assists in preparing records inventories and disposal schedules; obtains Congressional authorization on approved schedules; establishes procedures for the transfer and retirement of noncurrent records.

Serves as Agency Archivist and technically supervises Records Center operations.

Maintains liaison with other Federal agencies on records maintenance and disposition matters.

RECORDS MANAGEMENT STAFF

Office of the Chief

**Organizational and
Functional Chart
12 May 1955**

**Program Development
Staff**

See attached state-
ment of functions.

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Addendum to Organizational
and Functional Chart,
Records Management Staff
12 May 1955

Functions of the Program Development Staff

Studies the effectiveness of the Records Management Program throughout the Agency. Develops long range plans covering new approaches to paperwork problems and modifications in the overall Program; determines staffing and training needs.

Develops training and indoctrination programs for area program participants; develops promotional programs to gain and retain throughout the Agency the recognition of paperwork problems, an understanding of common paperwork processes, and the general application of records management to reducing and improving paperwork.

Maintains liaison with Agency Management personnel on the overall aspects of the program, and provides staff assistance on area program development.

Publishes the bulletin "Management Review."

Develops procedures for collecting and reporting results of the Program, and such studies and reports as are necessary to justify the Program.

Serves as Deputy Chief of the Division.

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Next 2 Page(s) In Document Exempt

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